



GUIDE TO
RENTAL,
INSTALLATION,
STYLING, & OTHER
SERVICES

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ABOUT US

EST. JULY 2020

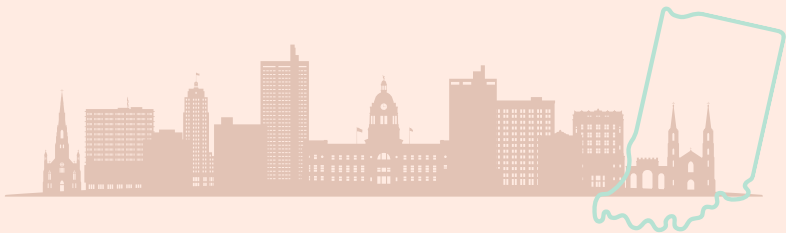
Our Story

As one might suspect, the idea for Simply Borrowed was developed from being involved in the planning process of weddings where the decorating was all DIY. Many days were spent thrifting to find decor that didn't look like what you could find at commercial vendors or what came stock at wedding venues. While we were always able to find that vintage, unique, and specialty decor to make for a unique and stunning wedding, purchasing and finding all the decorations took a lot of time, money, and effort to find storage. That's where Simply Borrowed comes in!

Our idea was to provide a cost-effective, environmentally friendly, time-saving alternative to achieve the design and style worthy of your unique event. Simply Borrowed's motto is "vintage, unique, specialty," and we truly live up to it, having items that you can't find at any other rental business in our area.

Who We Are

We are a small, locally-owned business that was formed in July of 2020. Simply Borrowed is owned and managed by two female entrepreneurs, Jackie and Mikayla. We met in Business School at the University of Saint Francis and graduated together in 2019.



OUR MISSION: We aim to provide rental options that allow for one-of-a-kind events with the unique, vintage, and specialty decor we offer, while also providing a cost-effective, sustainable, and easier solution to decorating events.

We appreciate anyone and everyone looking to support our small business by booking with us! We are so blessed by this opportunity and the support we've received. Simply Borrowed is a passion project that we hope to establish as a thriving local business.

Thank you!
Jackie & Mikayla

LET RENTING TAKE THE STRESS OUT OF YOUR EVENT



SAVE MONEY



One of our primary goals is to keep decorating your event as cost effective as possible. We understand that event decor can often be a HUGE part of the budget, but it doesn't have to break the bank. Our rentals items are priced at a small fraction of the purchase cost.

SAVE TIME



We can also help you save time and energy towards planning for your event. Rather than making the countless trips to estate sales, antique malls, and the local craft stores yourself for those *perfect* finds, let us do the work for you!

STRESS LESS

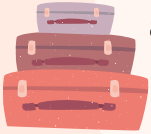


As a business, our aim is to help eliminate some of the stress in event planning. Save yourself the time, the gas money, the stress of finding the perfect items, and the hassle of finding somewhere to store everything in the months leading up to your event - we have it all here!

RENTAL PACKAGES

WILL CALL RENTAL

This is the best rental option for those who want to DIY their decor and is a budget-friendly decor option. You select your rental items, pick them up from our location the day before your event, and drop them off the day after your event.



Order minimum: \$150 (your rental items must total \$150)

DELIVERY

With this option, you will still DIY your decor, but we will deliver prior to your event and pick up after your event. You can save on the hassle of figuring out who and how you will get your rental items to and from your event.

We are currently only offering rentals to events in Indiana. Our local delivery fee (in Fort Wayne City limits) is \$70. If you live outside of Fort Wayne, we will quote your delivery based on distance from our location.

Order minimum: \$300 (your rental items must total \$300 *does not include delivery fees*)



FULL-SERVICE INSTALLATION & TEAR DOWN

Allow us to take the stress off of your event by providing full service installation and tear down. We will deliver your rental items, work with you on design, install/decorate, and then tear down your decor after your event.

Please note: we offer limited full-service installation and tear down packages per year due to limited availability and staffing. If you are interested in these services, please contact us ASAP in order to reserve your date.

Order minimum: \$400 (your rental items must total \$400 *does not include delivery & labor fees*)





PRICING

{WHAT TO FACTOR INTO YOUR BUDGET}

INVENTORY COST (TALLY YOUR RENTAL ITEM TOTAL)

You can find the cost of individual rental items under our collection page. You can add the prices of the rental items together to find this cost or let us know what items you would like a quote for. Please note: the state of Indiana does require us to charge sales tax on rental items.

LOSS & DAMAGES DEPOSIT

this will be a 25% refundable fee on your invoice total. This is to cover any losses, non-returned items, damaged items, or items that require excessive cleaning. This fee can be refunded at the discretion of a Simply Borrowed staff member after your rental has been evaluated.

DELIVERY FEES

We are currently only able to rent items to events in Indiana. Our local delivery fees (Fort Wayne area) is a flat rate of \$70. Please contact us to request a quote for a delivery outside of the Fort Wayne area.

STYLING, INSTALLATION, & TEAR DOWN LABOR

This cost is calculated by our staff based on a number of factors. We calculate a rate based on the estimate amount of time we will spend on styling, installation, and tear down for your event, as well as the number of staff members that will need to be present for your event. Contact us for a quote!

LATE NIGHT FEES

if you need us to deliver, pick up, set up, or tear down past 9:00pm, we do have limited availability to do so! However, we do charge a late night fee of \$150.

CUSTOM PRINT & LETTERING

Need us custom menu, program, or sign to go in one of our vintage frames? Ask us about our graphic design work. Want us to do custom lettering on one of our mirrors? We can do that as well! Send us the details of your request for a quote.

WHAT YOU NEED TO KNOW ABOUT OUR INSTALLATION & TEAR DOWN SERVICES

If you are looking to book or already have booked styling, installation, and tear down services, we would encourage you to read this section!

How We Quote:

You can either have us design a setup for your rental items (styling fees apply) or provide us with the specifics of how you would like them setup.

Your installation and tear down quote will encompass:

- Delivery of the rental items
- Setting up (installing) the rental items per your specifications or our design
- Picking up after the end of the event

Cost:

Pricing varies based on the level of design services needed and the amount of time required for setup and tear down. Late night fees may apply if we are required to deliver, install, or tear down after 9:00PM.

Ask us about special add-on services to our installation, such as installing and steaming linens to ensure they are wrinkle-free for your event.

The Game Plan:

Our styling, installation, and tear down services are customized and quoted for your specific needs. Because we quote and price based on the needs for your event, we cannot deviate from the set-up plan that we prepare with you as part of our styling process. We understand that not everything will always go 100% to plan on the day of and are always able to make small adjustments to adhere to any last-minute needs; however, we cannot make any major adjustments or deviate completely from our set-up plan.

Why it's important that we stick to our set-up plan:

- In preparation for an event, we go above and beyond to help support our clients in the planning and design process.
- We invest a lot of our time in venue visits, pouring over your Pinterest board, creating vision boards, design floor plans, etc.
- We spend hours prepping with and without you and create a set-up plan that is 100% customized for your event.

Once we have created this plan, we review it with you and have you “sign off” on the plan. Due to time and labor constraints, our staff policy is to not deviate from the plan.

If you aren't sure the set-up plan is for you and you want us to be able to show up for a certain period of time and do and setup whatever is needed, we can put a quote together accordingly, but it is not standard for our installation packages.

Friends & Family:

We know that your friends and family love to offer help and be part of setting up for your event. We love that everyone wants to help, but we would respectfully ask that while we are setting up, friends and family are kept out of that process. We will ensure that we have all the help and staff that we need to setup for your event, and this helps ensure that the process goes uninterrupted and smoothly. We want to make sure that we can do the job we are hired to do with no issues!

What We Will Install:

Typically, our installation and tear down services apply to items rented from Simply Borrowed. We are also able to work items that you may already have or items provided by other vendors into our installation as well! If you need us to do the installation of items not provided by Simply Borrowed, you must provide us with a detailed list of item, and **we will ONLY install the items that we have quoted for** under your rental agreement and invoice.

We quote with a specific setup plan in mind, estimating time and how many staff members we need for said event. Adding in last-minute decorations and setup needs when we have not budgeted for the additional time or labor can cause unnecessary issues.

For any items that are not provided by Simply Borrowed, the clientele is responsible for making sure they are at the venue in time for us to set up, we are not able to deliver, pick up, or drop off items from other vendors. We can make sure all of the decor items we installed are neatly set aside at the venue; however, you are responsible for making sure these items get where they need to be afterwards.

End of Event Details:

We do not offer any cleaning services:

- Our installation and tear down is simply for decor items that we have provided, as well as any items that you have requested to be added in your Agreement with us.
- We are not responsible for cleaning up any trash, food, spills, stains, etc.
- We are not responsible for helping load items provided by you or other vendors into vehicles or removing them from the venue.

Our staff WILL NOT be able to start the tear down process if the event is still going on or guests, other than the bride, groom, event host(s), or designated contact, are still on the premises. If we are prevented from tearing down (this includes the event going later than planned or guests still at the venue) at the time we are scheduled to arrive, other fees may apply, and your damage deposit may not be refunded at the discretion of any Simply Borrowed staff member or representative.

If you are concerned that your event may not be done at a specified time, we recommend arranging something with your venue to have the rental items picked up the following day.